



HQ UNITED STATES AIR FORCE ACADEMY

Supplement 1

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Financial Management

TEMPORARY DUTY ORDERS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Certified by: HQ USAFA/FMF
(Mr Terry Anderson)
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This supplement requires the collection and maintenance of information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013 JTR and JFTR. System of records F010 AF A applies. An (I) identified revisions from the previous edition.

1.2.5. The following individuals are designated orders approving officials: Under HQ USAFA: the Superintendent, Vice Commander, their assistants and executive officers; within the 34th Training Wing, the Wing Commander, Vice Commander, group and squadron commanders, their respective assistants, directors, and chiefs of divisions; within the Dean of Faculty, the Dean, Vice Dean, DF HQ Sq Section Commander (DFSS), Director of Operations (HQ USAFA/DFS), and all department heads; and their respective assistants, directors, and Chiefs of Divisions; within the Department of Athletics (HQ USAFA/AH), the Director of Athletics, the Vice Director, the Director of Athletic Programs and their respective assistants and executive officers; within Personnel (HQ USAFA/DP), the Chiefs and NCOICs for Cadet Personnel (HQ USAFA/DPY), Career Counseling and Assignments (HQ USAFA/DPYC), and Quality Force (HQ USAFA/DPYQ); within the 10th Air Base Wing, the Wing Commander, Vice Commander, and all groups and squadron commanders, their respective assistants, directors and chiefs of divisions to include Relocations/Employment (10 MSS/DPMA), Employment (10 MSS/DPMAE), and Relocations/Separations (10 MSS/DPMAR). All squadron commanders, their respective operation officers and executive officers, and all organizations at the two-digit functional address symbol not otherwise indicated are also designated as OAs. Y-series orders will be issued and approved by the Chief, Civilian Personnel (10 MSS/DPC).

1.2.5.1. (Added) When approving orders involving personnel not under your jurisdiction, ensure the member's commander, staff activity head, or mission element head approves the order or memorandum of request. Indicate this approval on order, such as "concurrence of commander obtained." This does not apply when authorized to authenticate orders for other units, for instance, A- or P- series orders for personnel actions, T-series orders for formal training.

1.2.5.2. (Added) Ensure compliance with Air Force Cadet Wing instructions and other policies and procedures when approving orders for cadets.

1.2.9. Orders-preparing agencies authorized to authenticate their own orders will maintain a log of their orders to include as a minimum of order series and number, action or name, and date of order.

1.2.24. Use USAFA Form 53, **Authorization for Invitational Travel**, or a composed order for invitational travel of Non-DOD personnel.

Figure 2-1. **Instructions for Preparation of DD Form 1610:**

Item 16. Remarks:

ac. (Added) Designation of Servicing Terminal. When the local terminal will not be used, include the statement "Use of (name of terminal to be used) as servicing terminal authorized."

2.3.1. Individuals authorized to approve blanket orders on the Academy are the Superintendent (HQ USAFA/CC); Executive Officer (HQ USAFA/CCE) to the Superintendent; Commander, 10th Air Base Wing (10 ABW/CC); Vice Commander (10 ABW/CV); Dean of Faculty (HQ USAFA/DF); Vice Dean of Faculty (HQ USAFA/DFV); Commander/Commandant of Cadets (34 TRW/CC); Vice Commander/Commandant (34 TRW/CV); Director of Athletics (HQ USAFA/AH); Vice Director of Athletics (HQ USAFA/AHV); Director of Athletic Support/Programs (HQ USAFA/AHS/AHP); Director of Admissions (HQ USAFA/RR); and Admissions Executive Officer (HQ USAFA/RRD). No further delegations are authorized.

2.9. (Added) Form Prescribed . USAFA Form 53, Authorization for Invitational Travel.

GREGORY L. MORGAN, Lt Col, USAF
Director of Financial Management and Comptroller